

OPTIONAL Form 211 (10-86)
 Department of the Treasury
 1 TFM 4-3000
 50211-101

REQUEST FOR CHANGE OR ESTABLISHMENT OF IMPREST FUND

SECTION I – IDENTIFICATION OF DISBURSING OFFICER AND CASHIER

NAME AND LOCATION OF DISBURSING OFFICER:

NAME OF CASHIER:

AGENCY:

ADDRESS:

PHONE NO.

SECTION II – ACTION REQUESTED

EFFECTIVE DATE _____

Designation <input type="checkbox"/>	Change to Alternate <input type="checkbox"/>	Increase Advance <input type="checkbox"/>	Liquidation <input type="checkbox"/>
Revocation <input type="checkbox"/>	Change to Principal <input type="checkbox"/>	Decrease Advance <input type="checkbox"/>	Address Change <input type="checkbox"/>
Class Change <input type="checkbox"/>	Other (Explain) <input type="checkbox"/>		

SECTION III – DESIGNATION INFORMATION

Class and Type of Cashier (If Alternate --show name of Principal)

SECTION IV – INCREASE OR NEW ADVANCE

Current Balance \$ _____

Increase or New Advance Requested \$ _____

Total \$ _____

Number and Denomination of Checks Requested:

Fund Transferred from:

SECTION V – DECREASE OR LIQUIDATION OF FUNDS

Current Balance \$ _____

Apply the following:

Reimbursement Voucher Nos:

\$ _____

Uncashed Treasury Check Nos:

\$ _____

Deposit Ticket Nos:

\$ _____

Net Balance for Which Cashier is

Accountable \$ _____

Date

Signature (Head of Agency or Designee)

Title

SECTION VI – DESIGNATION (to be completed by Disbursing Officer)

In accordance with the provisions of paragraph 2 of section 4 of Executive Order 6166 of June 10, 1933, as amended, the function of disbursing in connection with the operations of the agency named is hereby delegated to the above-named employee effective on the date indicated below. Class D Cashiers may use their funds for change making only. Class A and B cashiers may make payments in cash in accordance with the Treasury Fiscal Requirements Manual (1 TFRM 4-3000), and such other payments as may be listed on the attached schedule.

 (Effective Date of Designation)

 (Disbursing Officer or Designee)

 (Date, — month, day, and year)

SECTION VII – CHECK ISSUANCE AUTHORIZATION (to be completed by Disbursing Officer)

DRAW CHECKS AS INDICATED ABOVE

DATE CHECKS _____

 (Disbursing Officer or Designee)

CHECK NOS. _____ TO _____

 (Date — month, day, and year)

INSTRUCTIONS:**Section I —** All items must be completed.**Section II —** Effective date requested must be completed. Applicable block(s) should be checked. Important note: More than one block may be checked for changes affecting only one cashier, e.g. combined designation and increase; combined revocation and liquidation. Separate SF-211 must be submitted for changes affecting more than one cashier, e.g. revocation of one cashier and designation of another.**Section III —** Must be Completed
Examples:
1. Class A — Principal
2. Class B — Alternate
(John Doe Principal)**Section IV —** Must be completed if Designation, Change to Principal, and/or the Increase Advance block(s) was checked in Section II**Samples:****1. Designation of New Cashier and Establishment of New Fund**

Current Balance	\$ -0-
Increase or New Advance Requested	\$ 3,000.00
Total	\$ 3,000.00

Number and Denomination of Checks Requested:
5 at 300.00
10 at 150.00
Fund Transferred from:
N/A

3. Request for Increase:

Current Balance	\$ 1,500.00
Increase or New Advance Requested	\$ 1,500.00
Total	\$ 3,000.00

Number and Denomination of Checks Requested:
10 at \$ 150.00
Fund Transferred from:
N/A

Section V — Decrease or Liquidation of Funds

This section must be completed if the Decrease Advance or Liquidation block was checked in Section II. Reimbursement Vouchers, Uncashed Treasury checks, and copies of Deposit Tickets indicated in this section should accompany this form.

Samples:**1. Decrease**

Current Balance	\$ 3,000.00
Reimbursement Voucher Nos: 79-280,79-281	\$ 500.00
Treasury Check Nos: 1,103,789, 1,103,790	\$ 500.00
Deposit Ticket Nos: 178036, 178037	\$ 500.00
Net Balance for which Cashier is Accountable	\$ 1,500.00

Signature Requirements:

Address Changes and Decreases may be signed by the head of the Cashier's local office. All other actions require the signature of an agency official who has been delegated the authority to request cashier designations.

Sections VI and VII

These sections will be completed by the Disbursing Officer or designee(s).

2. Designation of New Principal Cashier

Current Balance	\$ 3,000.00
Increase or New Advance Requested	\$ -0-
Total	\$ 3,000.00

Number and Denomination of Checks Requested:
N/A
Fund Transferred from: Jane Doe
(SF-211 requesting "Revocation" or "Change to Alternate" for Jane Doe should accompany this SF-211. SF-1129 showing final accountability for Jane Doe and transfer to new principal cashier should be sent to Disbursing Center immediately after approved SF-211 is received and transfer has been made.)

4. Designation of New Cashier and Request for Increase

Current Balance	\$ 1,500.00
Increase or New Advance Requested	\$ 1,500.00
Total	\$ 3,000.00

Number and Denomination of Checks Requested:
10 at \$ 150.00
Fund Transferred from: Jane Doe
(SF-211 requesting "Revocation" or "Change to Alternate" for Jane Doe should accompany this SF-211. SF-1129 showing final accountability for Jane Doe and transfer to new principal cashier should be sent to Disbursing Center immediately after approved SF-211 is received and transfer has been made.)

2. Liquidation

Current Balance	\$ 3,000.00
Reimbursement Voucher Nos: 79-282,79-283	\$ 1,000.00
Uncashed Treasury Check Nos: 1,103,791 1,103,792	\$ 1,000.00
Deposit Ticket Nos: 178038, 178039	\$ 1,000.00
Net Balance for which Cashier is Accountable	\$ -0-